

Date: May 5, 2017 (updated information from 5/1/17 memo)
To: Student Database Software Vendors who Provide Services to Wisconsin School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs
From: Jessica Sharkus, RDN, CD
 Director-School Nutrition Team (SNT)
Subject: Updates to the Web-based Direct Certification Program to include Medicaid and Food Distribution Program on Indian Reservations (FDPIR) Data

This memo is to inform you that the Wisconsin Department of Public Instruction SNT is working with the Wisconsin Department of Children and Families (DCF), Covering Wisconsin, and the Wisconsin Department of Health Services (DHS) to upgrade the web-based direct certification program to include both Medicaid and FDPIR data.

Medicaid data will be used to directly certify students for **both free and reduced** price meal eligibility. FDPIR data will be used to directly certify students for free meal eligibility.

There are no changes to the way schools create, update, and submit the direct certification input file to the DCF direct certification program. Schools will still use their student information management software to create a tab delimited file using the students' last name, first name, middle initial, date of birth and school code. Rather, the changes will be new eligibility codes that may occur in the output file that the school receives back from DCF after matching.

New Direct Certification Eligibility Codes

As a result of adding Medicaid and FDPIR eligibility data to the direct certification program, there will be three new eligibility match codes:

M – Student is identified by the state's Medicaid database and is automatically eligible for free meals.

Z – Student is identified by the state's Medicaid database and is automatically eligible for reduced price meals.

G – Student is identified by a FDPIR list provided by participating Native American tribes and is automatically eligible for free meals.

Updated Full Direct Certification Code List

Code	Description
S	Eligible. The child matched with FoodShare information and has been directly certified and is automatically eligible for free meals.
T	Eligible. The child matched with W-2 cash benefits information and has been directly certified and is automatically eligible for free meals.

O	Eligible. The child matched with both FoodShare and W-2 cash benefits information and has been directly certified and is automatically eligible for free meals.
E	Eligible. Foster child matched with the state's foster care system database eWISACWIS and is automatically eligible for free meals.
M	Eligible. The child matched by the states' Medicaid database and has been directly certified and is automatically eligible for free meals.
Z	Eligible. The child matched by the state's Medicaid database and has been directly certified and is automatically eligible for reduced price meals.
G	Eligible. An exact match of the student's first name, last name and birth date was found in the FDPIR list and is automatically eligible for free meals.
N	Not eligible. The student was not found in the database or the student is in a closed or ineligible case.

Error codes:

Code	Description
B	Incorrectly formatted or missing birth date
#	Incorrectly formatted

Important: For software providers that assign a meal eligibility to a student once a direct certification file has been run and uploaded into the system, it is important to note that students that match with a Z code are automatically certified for **reduced price meals**. Students that match with a "Z" code may also extend benefits to other members of the same household.

The Verification Collection Report (FNS-742) will be updated to allow for the reporting of reduced price directly certified students in section 3 of this report, but this will not occur for SY 2017-18. We are waiting for guidance from USDA on how to report these students for SY 2017-18.

If you are a student database software company that formats files for direct certification, software updates must be completed by June 30, 2017. Please consider making software updates and testing them with an SFA you work with prior to June 30, 2017.

Questions/Concerns

For issues related to accessing and implementing the changes or any other questions regarding direct certification, please contact the SNT at dpifns@dpi.wi.gov or (608) 267-9228.